

LINCOLN

The American International School of Buenos Aires



**BUENOS AIRES
ARGENTINA**

MIDDLE SCHOOL & HIGH SCHOOL
Athletic Handbook

2010-2011

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Preface

Lincoln - The American International School of Buenos Aires believes that the opportunity for participation in a variety of activities is a vital part of a student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.

While we encourage all students to participate in our school athletics and activities program, it is essential that the planning of such participation include *realistic consideration* of the time involved. The athletics and activities Programs stress commitment and discipline from all its participants.

Lincoln athletics and activities play an important part in the life of the Lincoln student. Get involved, and have fun!

Information concerning the Lincoln Athletics Program (schedules, forms, special events, coaches, etc.) is available on the Lincoln Website: www.lincoln.edu.ar

PURPOSE

The fundamental purpose of the Athletic and Activities Program is to extend the education of students through extra-curricular activities. Our program's aim is to promote and supplement the regular curricular program of the school. This is done through a variety of organizations and events that include the SAAC (South American Athletic Conference) A.D.E.N. (Agrupación Deportiva de Escuelas Norte), Friendship Meets, International and local Competitions and Intramural Programs.

STANDARDS

Participants in all athletic and activities must maintain satisfactory academic records, good conduct, sportsmanship and citizenship. Students/athletes must also meet all Lincoln eligibility requirements.

TWO SPORTS SEASONS

Middle School and High School follow a two-season schedule. First semester season begins in August and finishes in November. Second semester season begin in February and finishes in May.

First Semester Season	Second Semester Season
Soccer – Boys and Girls	Basketball – Boys and Girls
Volleyball – Boys and Girls	Futsal/Soccer – Boys and Girls
Swimming – Boys and Girls	Softball - Boys and Girls
Tennis – Boys and Girls	Tennis – Boys and Girls

HIGH SCHOOL ATHLETICS PROGRAM

Varsity and Junior Varsity Sports are open to all students (Grade 9-12) enrolled in the High School. Exceptional athletes in Grade 8 may be permitted to practice and compete with high school teams based on the Athletic Director's and Principal's approval.

Practice times will be established at the beginning of the season. Practices will be held after school and may include Saturdays. Teams generally will have practice two to four times a week (1 1/2 - 2 hours per session) and may also have a game/practice scheduled either during the week, or on a Saturday. High school sports practices will be scheduled between 3:45 and 6:30pm. All practices will make every effort to finish by 6:30pm.

Each Sports Season will begin with a sports signup day where students can meet their coaches, and sign up for the sport in which they are interested. Students will receive forms that must be signed and returned to the Athletic Department Office by the end of the first week of practice, otherwise they will not be able to continue participating.

SAAC (South American Athletic Conference)

The South American Athletic Conference was established in 2004. The SAAC has enjoyed much success since its creation in 2004. The SAAC conference provides student-athletics with the opportunity to compete internationally and share in cultural exchanges.

School participating in 2010-11 SAAC Tournaments:

1. Asociacion Escuelas Lincoln, Buenos Aires – Argentina

2. Colegio Franklin D. Roosevelt, Lima – Peru
3. International School Nido de Aguilas, Santiago – Chile
4. Uruguayan American School – Montevideo Uruguay
5. American School Quito - Ecuador

SCHOOL YEAR	SPORT / DATE	HOST SCHOOL
2010-11	Volleyball –Sept. 30-Oct. 2 Soccer - November 9-13 Basketball - March 30-April 2	UAS – Montevideo, Uruguay NIDO – Santiago, Chile ASQ – Quito, Ecuador

South American Athletic Conference (SAAC) Trips Estimated Transportation Costs per Student

Volleyball (Boys and Girls Varsity) (U\$S 150 to 200) Montevideo, Uruguay

Soccer (Boys and Girls Varsity) (U\$S 250 to 300) Santiago, Chile

Basketball (Boys and Girls Varsity) (U\$D 900 to 1000) Quito, Ecuador

- Estimated costs do not include Permiso de Viaje, visa and taxes. Parents and students are responsible securing these documents.

A.D.E.N

The A.D.E.N. (Agrupación Deportiva de Escuelas Norte) sports league includes teams from the Greater Buenos Aires area. Spearheaded by our own Athletic Department, ADEN was formed in 2001 as a means to organize matches with local schools.

Sports:

Soccer
Volleyball
Basketball
Swimming
Softball

Most games involving Lincoln teams will take place at Lincoln Sports Facilities after school hours.

Junior Varsity Trips/Competitions

Junior Varsity boys and girls soccer, volleyball and basketball teams will be able to participate in a two day trip to compete against local bi-lingual schools. Last year the soccer and volleyball teams traveled to Rosario in the first semester and the basketball teams traveled to Mar Del Plata in the second semester. These trips are planned in conjunction with BA Unplugged. The trip will be a two day one night trip. More details including destination, competition (schools/clubs) and cost will be provided at a later date. Tentative dates set for these trips are November 18-19 (Soccer/Volleyball) and April 28-29 (Basketball).

Estimated cost of these trips: 800 to 900 pesos (includes bus, hotel meals, organization of matches/games)

MIDDLE SCHOOL ATHLETICS PROGRAM

The main objective of the Lincoln Middle School Athletics Program is participation. The middle school program has adopted an inclusive approach that stresses participation, skills,

sportsmanship and friendly competition. Two special leagues are offered in the Middle School Athletic Program: A.D.E.N (Agrupación Deportiva de Escuelas del Norte) Sports and the Soccer League (first semester) where all Lincoln Students are invited to participate. The Friendship Meet with the Uruguayan American School in the first semester and the second Friendship Meet with Uruguayan American School and The International School of Curitiba are opportunities for our Middle School athletes to compete internationally. FDR will probably be invited to Bs As.

Middle School practices are held between 3:45 and 5:00 pm during weekdays. On occasion practice times will be extended for games. Parents will be informed in advance of any change in practice times.

The Friendship Meet

The Friendship Games are held with UAS (Uruguay American School, Montevideo) twice every year – once in first semester and again in the second semester. The second semester Friendship Meet will include a third school ISC (The International School of Curitiba). Athletes participate in Boys/Girls Soccer, Boys/Girls Basketball, Boys/Girls Futsal and Boys/Girls Volleyball. This year Lincoln will hosts the Friendship Meet in the 1st semester and ISC hosts the Friendship Meet in the 2nd semester.

Middle School Friendship Meet Dates:

1st semester – October 22-23, 2010 – Hosted by LINCOLN – Bs. As., Argentina

2nd semester – May 5-7, 2011 – Hosted by ISC – Curitiba, Brazil

Middle School

MS Friendship Meet – ISC, Curitiba, Brazil

Estimated Cost: (Appx U\$S 250 to 300)

- Estimated costs do not include visa, Permiso de Viaje and taxes. Parents and students are responsible securing these documents.

<u>Other MS Trips / Tournaments - 2010-11.</u>

Swim Meet – Mar Del Plata: Date to be confirmed

FOR PARENTS AND PROSPECTIVE PARTICIPANTS

Involvement in Lincoln's Athletic and Activities Program requires that students and parents be aware of specific guidelines and rules. Please familiarize yourself with the rules laid out in this Athletic Handbook as well as the High School or Middle School Student/Parent Handbook.

Forms will be handed out at the beginning of the school year and are also available in the Activities Secretary Office (Ms. Maria Carra), Athletic Office, High School and Middle School Offices and the Lincoln Website (www.lincoln.edu.ar).

Required Documentation

Every student in order to participate in Lincoln's Athletic and Activities Program must submit the following forms to their respective coach, the Athletic Director or the Athletic Coordinator or Principal before they may begin the activity:

- Completed Participation Form (HS and MS)
- Completed Doctor's Medical Clearance/Parent Medical Waiver Form (HS and MS)
- Completed Parent Authorization Form for local trips (MS and HS)
- Completed Athlete Behavior Contract (MS and HS)
- Photocopy of Passport and DNI

REQUIRED DOCUMENTATION FOR SPECIAL TRIPS OR TOURNAMENTS

Students who are selected to participate in exchanges or tournaments abroad (ex. SAAC Tournaments, Friendship Meets, International Competitions/Meets) will be required to submit additional documentation. Because Lincoln is required to submit the documentation listed below to the Argentine Ministry of Education for each trip one-month prior. Specific information regarding documentation to travel will be sent to parents before each trip. It is also advised that parents contact a notary public and appropriate embassy to check on required documentation. The following documents must be submitted by established deadlines before students will be permitted to travel and participate in the event.

Local Trips Documentation: Within Argentina (JV Trips, Mar del Plata Swim Meet)

- Student Contract: Rules and Regulations
- Trip Authorization Form
- Health Form

International Trips Documentation:

- Photocopy of Permission to Travel Outside of Argentina (Permiso de Viaje) – Must be obtained before each trip outside of Argentina
- Photocopy of DNI (updated)
- Photocopy of Passport (updated)
- Any Tournament Participation Forms
 - SAAC Student Contract: Rules and Regulations
 - Trip Authorization Form
 - Health Form

All athletes must submit copies or scans of their DNI and Passport during the first 2 weeks of each semester, or when their documents are renewed. It is important for all documentation be up to date and current.

TRANSPORTATION/ACCOMMODATION

Transportation and accommodation is arranged for the team or group through the School (Activities Secretary, Principal, Athletic Director and Trip Sponsor). It is expected that all students will travel and stay together as a team/group for security and supervision reasons. It is for these reasons that individual parent arrangements for transportation and accommodation must be approved by the principal and trip sponsor.

PAYMENT FOR FIELD/SPORTS TRIPS

Payment Procedure:

1. You may deposit payment in CASH (dollars or pesos) or CHECK (pesos) at any branch of the Banco Supervielle.
 - a. Payment in Dollar CHECK can be taken to Lincoln Cashier from 8:00 – 11:30 am. or 3:00-4:00 pm
2. You must provide your **Family # and Family Name** when depositing payment.
3. You must make a deposit for the **exact amount of the trip cost**.
 - a. Trip payments should be deposited independently to any other payments being made to the school.
4. The bank will issue an official receipt for your deposit.

If you have any questions or concerns please do not hesitate in contacting Ms. Maria Carra (Activities Secretary) at carra_m@lincoln.edu.ar , ext. 104

ATHLETIC PROGRAM CONTRACT: RULES AND EXPECTATIONS (MS and HS)

1. Every player is expected to attend every mandatory practice, game, or meeting as scheduled by his/her coach. In the event of missing a practice, game, or meeting **without the coach's prior consent**, a one-game suspension will be given for the first offense. The second offense will result in a two game suspension. The third offense will result in the withdrawal from any upcoming mayor tournament (SAAC, FM, etc.) for that semester. The fourth offense will result in a removal from the team for that semester. ***You must contact your Coach at least one hour before practice if you are unable to participate. It is the responsibility of the student to obtain all contact information from his/her coach.***
2. Every player is expected to show up on time for all practices and games as determined by the coach. Please note that the time is in accordance with the coach's watch not the player's. Tardies (late to practice or games) will count as ½ an absent.
3. Every player must show up to practice (or game) properly dressed with appropriate footwear and any other gear or equipment required by the coach. (shin guards for soccer). Any player who fails to do so will not be allowed to practice.
4. "Trash-talking" to opposing players, coaches and referees, as well as any type of disrespect or poor sportsmanship (as determined by the coach and/or Athletic Director) will NOT be tolerated. If this type of behavior should occur the player will be removed from the game, and could face possible suspension based on the coach's and/or Athletic Director's discretion. Every player is expected to be a positive force for the well being of the team. Poor attitude, bad language, and unsportsman like conduct are unacceptable. Any player who displays poor sportsmanship will be dealt with on an individual basis and their standing with the team will be reviewed by the coach and Athletic Director who hold the right to remove a player should he/she be in violation.

5. All student/athletes must meet the academic eligibility requirements as outlined in the Lincoln Athletic and Activities Handbook and MS and HS Student-Parent Handbook.
6. In order for a middle or high school student/athlete to participate in a practice or game for a particular day, he/she needs to be on campus and in class at **11:30 AM**. If a student leaves school or misses class due to illness (ie. Set in nurse's office) he/she will not be able to return and participate in that day's practice/game or performance.
7. No student will be allowed to sit out physical education class due to a game. Any student who is not feeling well enough to participate in PE will not be allowed to participate in the after school sports program.
8. It is understood that the selection to a sports team is at the discretion of its head coach according to selection criteria and eligibility for a particular sport. Participation on a sports team or a conditioning class during a previous year does not constitute automatic selection for the following year.
9. Students who participate in another athletic competition outside school will be required to give school-sanctioned competitions priority or face possible dismissal from the team.
10. Students are required to use school provided transportation at all times for contests at the opposing school's site unless written consent between coach, athletic director and parent/guarding.
11. **Uniforms and Equipment:** The School views the care and maintenance of uniforms and equipment as the responsibility of all athletes. Each athlete is responsible for his or her uniform and equipment and must be returned them immediately following the competition. Athletes who fail to return their issued uniform and equipment will be bill a replacement fee.

Rules of Conduct for Participants

Events include Practice, Conventions, On-campus Tournaments and Competitions in other schools (both in Buenos Aires and abroad.) This also includes traveling to and from tournament/event sites. The Rules of Conduct are based on the SAAC and Friendship Student Contract.

- The use of tobacco, drinking or possession of alcohol, use or possession of drugs at any time. Flagrant curfew violations (see below) and violations of "Off-limits Areas" will not be permitted during and traveling to and from an athletic event that Lincoln is participating or hosting. Penalties for infraction may include some or all of the following:
 - a) Suspension from games or event.
 - b) Suspension from further participation in the Tournament or Event. Principal/director of school will be notified of infraction.
 - c) A student could be sent home (at the parent's expense) if feasible to do so.
 - d) Removed from the team/activity and any further participation in the sport or event that season.

- e) The student will be excluded from all future participation in the Lincoln Athletic Program, tournaments, away events for a period of one year from the date of the infraction, including the same tournament/event the following year.
 - f) Additionally, students will not be eligible for awards for that tournament. A violation also precludes a student from receiving any other major athletic and non-academic awards.
- "Off-limits Areas" include any establishment that sells alcoholic beverages/tobacco products and any others designated by the host school. These areas are off limits for the duration of the tournament. Duration of the tournament is defined as arrival time to departure time.
 - "Exploration of the local environment" will not be permitted without the knowledge and consent of the host parent/guardian and coach or sponsor. Students must be accompanied by a school chaperone any time they leave the immediate area of an event or tournament.
 - Under no circumstances can housing assignments be changed. Housing assignment issues should be directed to the host school Athletic Director or event coordinator.
 - The host school will set daily curfews. However, should an Event/Function finish later than one hour before the stated curfew, curfew will be extended until one hour after the conclusion of the event.
 - Coaches or sponsors must telephone students each night at the curfew hour to ensure all students have returned safely home at the appropriate time. Once a student is in and has answered the curfew call, he/she may not leave the house. Coaches must report any and all violations to the host Athletic Director. Failure to report violations will result in further consequences.
 - All laws of the host country must be observed, as well as any additional rules established by the host school.
 - Any problem arising during Tournament should be reported immediately to the host school AD/Principal for corrective measures. The host AD, upon investigation and exercising reasonable judgment, will resolve the issue or forward the issue to the Tournament Committee and inform the host school administrator.
 - All participants and coaches/sponsors are required to attend all functions officially affiliated with the Event, including special evening functions.
 - All athletes and coaches must arrive on campus prior to the first game and must remain until conclusion of the day's last game. Coaches must host meetings at the beginning and conclusion of the day and attendance must be taken.
 - A tournament participant who violates any of the above rules will be reported to the host school's Athletic Director.
 - Violating the above rules will result in corrective measures. The corrective measures may include some or all of the following:

1. Ineligible for participation in the next scheduled game.
 2. Ineligible for further participation in the sport or tournament. This would include games, dances, and awards ceremonies.
 3. Sent home early at the expense of the parents.
 4. The student will be excluded from all future participation in the LINCOLN Athletic Program or tournaments for a period of one year from the date of the infraction, including the same tournament/event the following year.
- If a violation occurs, the Principal, Lincoln Athletic Director and Tournament Athletic Directors will meet in order to decide the most appropriate course of disciplinary action to be taken.
 - Normal school rules are applied and must be enforced by each school. All participants should show respect for Tournament Authorities.
 - The following set of criteria will be used to determine a "flagrant" curfew violation:
 - 1) Evidence of a student's lack of serious attempt to reach home by the stated curfew.
 - 2) The length of time the student was out beyond the curfew.
 - 3) Whether the student was involved in deceptive actions such as leaving home after the curfew.
 - 4) Violations also involving being in "off-limits areas" or use of tobacco, alcohol or drugs.

Rules of Sportsmanship for Participants and Coaches/Sponsors

- Coaches, sponsors and students must respect the judgment of the referees or tournament officers or judges as final.
- No Coach/Sponsor or participant may question an official in a rude manner.
- All participants must shake hands at the end of each match.
- Rude behavior on the court may result in removal from a specific game or from the remainder of the competition.
- Even in the heat of the competition, all players must respect their teammates.
- Profanity is prohibited at any time and in any circumstances.

HOSTING / HOUSING

As we also host events from time to time, the parents of Lincoln participants will be required to host students from visiting schools for the duration of the school event. Lincoln athletes unable to host visiting players will not be permitted to participate in the tournament. As a participating member of the SAAC and Friendship Tournaments **all athletes have the obligation to house visiting students.** Hosting parents will be expected to attend a parent meeting outlining the hosting expectations and enforce the established hosting guidelines for the tournament.

Hosting expectations are listed below:

- Host parents/guardians will not offer housing unless one of the parents/guardians is present for the duration of the tournament/event.

- Hosts will provide appropriate sleeping arrangements, some meals and transportation to and from Lincoln.
- Hosts are expected to cooperate with the Tournament Director in ensuring student compliance with all tournament or event rules/regulations relating to participation and curfew.
- Any student who shows reluctance to fully comply with the tournament rules and regulations shall be reported by the host family to the Tournament Director who will report the matter to the student's coach and Administration in charge with the expectation that action will be taken.
- All students staying with a host family must follow the rules of the family both on and off the family's premises. Under no circumstance may housing arrangements be changed. Coaches and sponsors will be given a copy of the housing arrangements.
- All host families will be provided with complete tournament details (schedules, curfews, policies, procedures, emergency phone numbers for coaches and important tournament personnel, etc.)

ELIGIBILITY - Middle School

A student is eligible to participate on field trips, musical, honor band/choir, athletics and selected extra-curricular activities if the following are true:

- A student may not receive a "D or F" in any subject or class to participate on an Athletic Department Trip, Competition, Tournament or Fine Arts Activity/Event. Academic standing will be a determining factor for participation for all trips and activities.
- Set dates/grading periods for determining eligibility are listed below.

Season One	Progress Reports - 1 st Quarter First Quarter Grades
Season Two	Progress Reports – 2 nd Quarter First Semester Grades Progress Reports- 3 rd Quarter 3 rd Quarter Grades Progress Reports - 4 th Quarter
- If a student has an incomplete, the incomplete grade must be made up before the competition or trip.
- A student will also be ineligible due to suspension.
- Report cards and progress reports will be used to determine eligibility when possible.
- Previous and current behavior will be a major consideration for determining if a student is permitted to participate on a trip, tournament, or competition.
- Meets attendances and behavior expectations outlined by the coach of the activity or athletic department.
- Students must attend school a minimum of one-half day of school (11:30 am) to participate in after-school or evening extra-curricular activities, competition or performance.

ELIGIBILITY – High School

All students will be eligible to try out for activities during any academic grading period, unless they are a senior and wish to play for a junior varsity squad, or they do not meet the following eligibility requirements.

1. Set dates/grading periods for determining eligibility are listed below.

First Season	Progress Reports - 1 st Quarter First Quarter Grades
Second Season	Progress Reports – 2 nd Quarter First Semester Grades Progress Reports- 3 rd Quarter 3 rd Quarter Grades Progress Reports - 4 th Quarter

A student will be declared eligible if he/she meets the following criteria:

- a. He/she receives a grade of D- or above in all courses in which he/she is enrolled.
- b. Earns a minimum grade point average of 1.7 (C-)
- c. **No more than 2 unexcused absences** will be allowed per season. Tardies (late to practice or games) will count as ½ an absent.
- d. Positive sportsmanship, conduct and attitude will be expected from Lincoln athletes at all time. (Coaches and Athletic Department staff point of view)
- e. It is understood that the selection to a sports team is at the discretion of its head coach according to selection criteria and eligibility for a particular sport. Participation on a sports team does not constitute automatic selection for trips, tournaments or events.
- f. Previous and current behavior will be a major factor in determining participation and eligibility.
- g. Furthermore, at the discretion of the administration and the athletic director, a student who consistently arrives late or is consistently absent from school may have his/her eligibility status reviewed.
- h. “absences from the trip will not exceed the maximum allowable absences as per the high school attendance policy” as well as “students may not have earned 10 or more unexcused tardies”

Students who fail to meet these requirements will not be allowed to participate in Athletic or Activity Trips, competitions or tournaments that may be scheduled during the year.

When a student is declared ineligible the following procedure is implemented:

- a: The student is placed on a two-week probation period. Teachers, coaches, sponsors and parents are notified by the Athletic Office or High School Office. (Probation means that a student may participate in practices, but not in games.)
- b: The student has two weeks to improve his/her grades to meet the eligibility requirements (or specific requirements as agreed upon by head coach, sponsor, teacher and school administration).

- c. At the end of the two weeks, the athletic director or coordinator checks with teachers and administration to obtain current grades, and attendance records. Students are declared eligible or ineligible.
- d. The two week probation cannot extend into or past established deadlines for payment or documentation for athletic trips. If the athlete has not paid before the deadline he/she may not travel.
- e. If a student is declared ineligible they may continue to practice but cannot participate in games or tournaments. The student cannot miss school to participate in any practices, games or tournaments.

Additional information of Participation and Eligibility

- 1. A student receiving an incomplete in a course will be on probation until the work is made up and the grade is determined. (Probation means that a student may participate in practice, but not in games.)
- 2. Students must remember that athletics and activities are an "extra" curricular activity. That is to say that a student must be academically successful before considering participation in the after-school sports or activities program. Previous and current behavior will be a major determining factor for participation.
- 3. Students and parents must meet all established deadlines for completion of documentation, forms and payments of trips. If deadlines are not met the student will be removed from the trip/team roster.
- 4. Trip fees are non-refundable. Once ticket has been purchased in student's name fee will not be refunded. Student may be removed from the trip based on behavior and /or academic standing after trip fee has been paid and fee will not be refunded.
- 5. Hosting expectation. All Lincoln athletes are expected to house visiting athletes during tournaments Lincoln hosts even if it is a sport they are participating in. The inability to host will be a consideration for selection of teams and participation in tournaments and games.

TOBACCO, ALCOHOL, DRUGS

The use or possession of drugs, alcohol and/or tobacco will not be tolerated during any Event in which Lincoln students participate. If a student is found to have used and/or possessed any of the above during a Season, the following consequences will be administered:

Tobacco	Alcohol	Drugs
1. Suspension from current game or event.	1. Automatic dismissal from activity. No further participation allowed during this sports season.	Confirmed Usage 1. Automatic dismissal from the activity. No further participation allowed for the remainder of the school year. Or No participation allowed during the current sports season and possibly the next sports season.

	2. Application of the High School Handbook policies.	2. Application of the Middle and High School Substance Abuse Policy. (Student Parent Handbook)
		3. No further trips for the remainder of the school year.
		Confirmed Possession 1. Automatic dismissal from the activity. No further participation allowed during that sports season or no participation allowed during the current sports season and the next sports season.
		2. Application of Middle and High School Substance Abuse Policy. (Student-Parent Handbook)

INJURIES

Any student-athlete who suffers a serious/major injury during the season that results in missed practices and/or games will not be eligible to resume competition until the student has been cleared by a doctor. Some discretion can be used depending upon the nature of the injury; however doctor clearance will apply to all broken bone, head and neck injuries.

APPROPRIATE DRESS WHEN TRAVELING

Lincoln requires that all dress for away trips are neat and tidy. Students should remember that they are ambassadors of the school. Violations of dress standards can lead to a one-day suspension from the particular event or removal from the trip. It is expected that all athletes representing Lincoln during any sport trip use the Lincoln Sports Uniform.

UNIFORMS

Athletes are to be in full uniform when participating in matches. The school will supply uniforms before each game. Students must purchase items that are of a personal nature (i.e. shoes, knee braces, shin guards). Any equipment loaned to students must be returned to the respective coach. Any loss or damage to equipment or uniforms will be paid to the school. The activities office will determine the amount of repayment due. Failure to meet these obligations will result suspension from further athletic activity and in the school withholding all sports awards.

Uniforms cannot be individualized. Lincoln athletes play as a team and they should look like a team.

SCHOOL-SPONSORED EVENTS

1. All school-sponsored events must have one faculty sponsor. Events that include the whole school and/or invited guests should have more than one faculty sponsor.
 2. Additional faculty should be asked to help supervise the event; the number of faculty supervising should depend on the size of the event.
 3. Supervising faculty should ensure that entrances to the activity are observed, as well as adjacent areas being observed. This may include walking about on a regular pathway.
 4. All activities at the event must be previewed before the time of the presentation.
- Participation in the actual event presumes that the activity follows the guidelines and ethical code of the school, both written and accepted.

5. Students and invited guests are expected to remain in the activity. Students will not be permitted to re-enter once they have left the activity.
6. Sponsors and supervising faculty should remain at the activity until all students and guests have left the activity.

SCHOOL-SPONSORED TRIPS

Many of our school-sponsored trips are considered as part of the curriculum. Students at Lincoln are expected to participate in grade-level trips planned for their class and in field trips planned as part of the curriculum. School sponsored activities outside the classroom can be a valuable part of student life. For school-sponsored activities students know that they will be away from school prior to the absence. In order to be granted excused leave for these activities, students must notify all their teachers of the days they will be away and receive assignments for work that will be missed. Students must use the form available in the High School office. These assignments are due the day the student returns to school, or as pre-arranged with individual teachers. Responsibility for work missed due to school-sponsored activities belongs to the student. ***Students must travel with and stay with the group.*** Students must attend school on the last day before a school-sponsored trip or a performance, and will not be allowed to participate if they are absent. Students are expected to be at school on the school day following return from a school-sponsored trip.

School-Sponsored Overnight Trips and After School Tournaments

While the opportunity for travel to other places in Argentina or to other countries and/or participate in during/after school tournaments affords educational opportunities, those benefits must be weighed against loss of classroom instructional time. Students may be denied permission, by the principal, to leave school for a school-sponsored trip for the following reasons:

1. Student is in violation and/or the absences related to the trip will violate the school's attendance policy;
2. Academic or Disciplinary Warning or Probation;
3. Grade concerns, such as a failing a course;
4. Excessive unexcused tardies.

Students going on school-sponsored overnight trips are responsible to see all of their teachers prior to departure; to get the assignments for the days they will be away, and to work closely with the teachers upon their return or before departure for timely makeup of any work missed during the school related absence. Students should negotiate the due dates for the submission of missed work with their teachers before departing for the trip.

Students attending a trip/tournament with a morning departure/start time are required to attend school the day prior to the morning of departure. Students attending a trip with an afternoon departure and/or a tournament during/after school hours must be in attendance at school no later than 11:30 am the day of their trip/tournament. Students not adhering to these attendance guidelines will be unable to travel/participate in the trip/tournament.

Trips are prioritized as follows:

Highest priority: A trip that is part of an academic course.

Second priority: A cultural exchange trip that is part of a credit bearing, fine arts elective course;

Third priority: A sports or other extra-curricular trip.

The school will not sponsor overnight trips that are primarily of a social nature. Students who participate in overnight trips are required to travel with the group. In unusual circumstances, the principal may decide to allow an exception.

STUDENT PROCEDURES AND POLICIES

AFTER-SCHOOL HOURS

There is no specifically provided after-school supervision for High School students. Students may work in the library or the computer lab as available. Teachers are at school until 4:00 p.m. each day, and they may be available for group activities or individual help; however, parents should not expect that students are routinely supervised after 3:30 p.m. Students should leave the school grounds if they do not have an appointment with a teacher or scheduled in a study session, or who are not waiting for a 4:30p.m. activity. Students with late practice are asked to leave and return, or asked to make special arrangements.

ATTENDANCE GUIDELINES

Students at Lincoln are expected to be in attendance from 8:00 a.m. to 3:30 p.m. Students are not allowed to leave campus during the day except with special permission. As with attendance, being on time to class is another responsibility to be assumed by students.

Students are expected to be in the first class of the day by 8:00am each day.

The matter of attendance is of such a critical nature for today's young people that the Lincoln faculty and community consider it with utmost seriousness. Attendance is highly correlated with success in school and also is a measure of responsibility. Creating an environment in which today's youth learn to be responsible citizens is important for schools. High school students should be making progress toward being responsible for themselves.

Lincoln High School will track attendance by period for each semester independently. For the purpose of tracking attendance, unexcused, excused and school related absences will be tallied together to reach a total number of absences per block. Students missing a total of 5 blocks (10%) will receive a letter alerting them of their attendance status in that particular course. Students missing a total of 7 blocks (15%) will receive a letter indicating that any additional absences in that particular course may result in no credit for the work missed during each additional absence. The number of absences per block will not carry over from one semester to the next.

Should a student be absent for health or family related events, a written note, email or phone call must be received from the parent for the absence to be recorded as "excused." Students attending a school trip will also be marked as "excused." To assure that students assume responsibility for attendance at school, all work missed during an excused absence is due on the day they return to school unless otherwise arranged with a teacher. Students are responsible for knowing the assignments that are due. It is recommended that each student establish contact with someone in each class who may be phoned for information and assignments.

Should a student be absent and no documentation is received from the parent upon return to school, the absence will be recorded as "unexcused." These types of absences will be treated as a "cut" or "skipped" class.

Parents who come to school to take students away from the regular school routine, must sign out for the student in the High School office. Students are not permitted to leave campus without signing out in the office.

Pre-Arranged Absence Form

There is a form available in the High School office which students are responsible for using to notify the school and their teachers if they must be out of school. This notification should be given at least one week in advance.

ATTENDANCE PROCEDURES

Attendance is entered by each teacher in a networked program and each period the High School Secretary imports these records to the office. At 9:30am the second block of the day, an absence list for the morning is printed out in the High School office.

Parents of students still on the absence list during the second block will be called.

All High School staff members receive a copy of the absence list daily so they are aware of absences. Coaches will check that list before each practice.

AWARDS

One of the obligations an award winner should assume is to conduct himself/herself at all times in such a way as to bring credit to the team, coach, activity and the school. No student may be granted an award who is not in good scholastic (as per Eligibility requirements) and citizenship standing at the time the award is determined. A student's equipment obligation must be cleared in all athletic and other activities at the time the award is determined. No awards are to be granted except upon the recommendation of the coach and the approval of the Athletic Director. To be eligible for an award, students must have complied with all regulations as stated in this manual.

Each member of a team that ends the year in good standing will also receive a certificate of participation.

The Mario Argerich - Outstanding Athlete Award (High School)

This award is given to the outstanding athlete, boy and girl, for the entire school year. It is given in recognition to a student who has exhibited outstanding skill in the athletic field and has contributed greatly to the school athletic program through his/her personal character, leadership and sportsmanship.

This award goes for the Most Outstanding Athletic in the High School.

The selection for this award is based on the following:

Sportsmanship

1. Displays good sportsmanship character both on and off the field. (I.e. gracious in victory as well as defeat).
2. Positive attitude towards teammates, coaches, opponents, officials and coaches is positive.
3. Does not display anger or hostility, either verbal or physical towards teammates, opponents, officials and coaches.

Leadership

1. Demonstrates leadership in promoting school activities.
2. Inspires positive behavior in others; demonstrates initiative.
3. Acts responsibly, is reliable and dependable without prodding or a need individual of attention.
4. Exercises influence on peers in upholding school ideas and policies.
5. Is resourceful in applying principles, and making suggestions.
6. Puts the betterment of the team before him/herself.
7. Does not miss practices or games, or let the team down in any way.

Character

1. Takes criticism willingly and accepts recommendations graciously.
2. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, and stability).
3. Upholds principles of morality and ethics.
4. Co-operates and complies with school regulations during Events.
5. Show courtesy, concern and respect for others.
6. Observes instructions and rules, punctuality, and faithfulness both inside and outside of the activity.

Athletic Department / Physical Education Staff

List extensions and school phone number.

Jeff Voracek	Athletic Director (302) vorace_j@lincoln.edu.ar
Hugo Otero	Athletic Coordinator (470) ADEN Coordinator otero_h@lincoln.edu.ar
Alejandra Blanco	Middle School PE Teacher (471) ADEN Coordinator blanco_a@lincoln.edu.ar
Silvia Mondria	Elementary School PE Teacher (471) Elementary Activities Coordinator mondri_s@lincoln.edu.ar
Mariana Fernandez	High School PE Teacher (471) fernand_M@lincoln.edu.ar
Nicolas Puricelli	Fitness Center Supervisor puricell_n@lincoln.edu.ar
Daniel Reyes	Elementary School PE Teacher (471) Soccer League Coordinator reyes_d@lincoln.edu.ar

Maria Carra

Activities Secretary (104)

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